

RESOLUTION NO. 2022-032

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
ADOPTING THE SHASTA COUNTY CONFLICT OF INTEREST CODE
AND DESIGNATED POSITIONS (EXHIBIT A),
AND REPEALING RESOLUTION NO. 2020-016**

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (Gov. Code, §§81000, *et seq.*), the County of Shasta is required to adopt and promulgate a conflict of interest code; and

WHEREAS, Shasta County has incorporated by reference the provisions of Title 2, California Code of Regulations, section 18730 as its Conflict of Interest Code; and

WHEREAS, the Shasta County Conflict of Interest Code includes a list of positions entitled: “EXHIBIT ‘A’ DESIGNATED POSITIONS;” and

WHEREAS, from time to time, the list of designated positions requires amendment so as to update the titles of positions, add new positions which should be required to file disclosure statements, reevaluate the disclosure categories of various positions, and delete those positions or titles no longer in use; and

WHEREAS, the categories of disclosure in “EXHIBIT ‘A’ DESIGNATED POSITIONS” were amended by Resolution No. 2020-016 on March 3, 2020; and

WHEREAS, the Shasta County Conflict of Interest Code provides for three categories of disclosure in “EXHIBIT ‘B’ DISCLOSURE CATEGORIES.”

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Shasta hereby incorporates by reference the provisions of Title 2, California Code of Regulations, section 18730, as its Conflict of Interest Code.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby adopts “EXHIBIT ‘A’ DESIGNATED POSITIONS” of the Shasta County Conflict of Interest Code, as amended, to reflect appropriate changes, which are attached and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby adopts “EXHIBIT ‘B’ DISCLOSURE CATEGORIES,” without change, which is attached and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Shasta hereby repeals Resolution No. 2020-016.

DULY PASSED AND ADOPTED this 5th day of April, 2022, by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisors Garman, Rickert, Jones, Baugh, and Chimenti
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None



LES BAUGH, CHAIR
Board of Supervisors
County of Shasta
State of California

ATTEST:

MATTHEW P. PONTES
Clerk of the Board of Supervisors

By: 
Deputy

SHASTA COUNTY CONFLICT OF INTEREST CODE

EXHIBIT “A” DESIGNATED POSITIONS (2022)

	<u>Disclosure Category¹</u>
<u>ACCOUNTANT-AUDITORS, CHIEF FISCAL OFFICERS,</u> <u>SENIOR STAFF ANALYSTS, SENIOR STAFF SERVICES ANALYSTS,</u> <u>STAFF SERVICES MANAGERS, CONSULTANTS, COMMISSIONS,</u> <u>BOARDS, & GRAND JURY:</u>	
Accountant-Auditor I, II, III ²	II
Chief Fiscal Officer ³	I
Senior Staff Analyst ⁴	I
Senior Staff Services Analyst ⁵	I
Staff Services Manager ⁶	I
Consultant ⁷	I
Member, Airport Land Use Commission	I
Member, Assessment Appeals Board	I
Member, Grand Jury	III
Member, Local Community Benefit Committee	I
Member, Community Action Board	I

¹ Disclosure Categories are described in Exhibit “B.”

² All persons occupying the position of Accountant-Auditor I, II, or III, regardless of the County Department where employed, are in Disclosure Category II.

³ All persons occupying the position of Chief Fiscal Officer, regardless of the County Department where employed, are in Disclosure Category I.

⁴ All persons occupying the position of Senior Staff Analyst, regardless of the County Department where employed, are in Disclosure Category I.

⁵ All persons occupying the position of Senior Staff Services Analyst, regardless of the County Department where employed, are in Disclosure Category I.

⁶ All persons occupying the position of Staff Services Manager, regardless of the County Department where employed, are in Disclosure Category I.

⁷ Consultants are, as a general rule, subject to Disclosure Category I. However, County Counsel may determine in writing that a particular Consultant is not required to fully comply with the disclosure requirement of Disclosure Category I. (See Exhibit “B,” Disclosure Category I.)

	<u>Disclosure Category</u>
Member, Board of Building Appeals	I
<u>AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES:</u>	
Agricultural Commissioner and Sealer of Weights and Measures	I
Agricultural and Standards Investigator I, II, III	I
Agricultural and Standards Program Assistant I, II	II
Agricultural and Standards Program Associate	II
Assistant Agricultural Commissioner/Sealer of Weights and Measures	I
Deputy Agricultural Commissioner/Sealer of Weights and Measures	I
<u>ASSESSOR-RECORDER:</u>	
Appraisal Manager – Audit	I
Appraisal Manager – Real Property	I
Assessor-Recorder	I
Auditor Appraisers I, II, III	I
Deputy Assessor/Recorder-Administration	I
Deputy Assessor/Recorder-Valuation	I
Real Property Appraisers I, II, III	I
Senior Specialist Real Property Appraiser	I
<u>AUDITOR-CONTROLLER:</u>	
Assistant Auditor-Controller	I
Auditor Accountant-Associate I, II, III	I
Auditor Accountant-Senior	I
Auditor Accountant-Senior-Confidential	I
Auditor Accountant-Supervisor	I
Auditor-Controller	I
Chief Deputy Auditor	I
<u>CHILD SUPPORT SERVICES:</u>	
Assistant Director of Child Support Services	I
Chief Child Support Attorney	I
Child Support Attorney I, II, III	I
Child Support Program Manager	I
Director of Child Support Services	I
<u>COUNTY ADMINISTRATIVE OFFICE:</u>	
Administrative Analyst I, II, Senior, Principal	I
Assistant County Executive Officer	I

	<u>Disclosure Category</u>
Deputy County Executive Officer	I

CLERK OF THE BOARD:

Agency Staff Services Analyst I/II-Confidential	I
Chief Deputy Clerk of the Board	I
Deputy County Executive Officer	I

COUNTY CLERK/REGISTRAR OF VOTERS:

Assistant County Clerk/Registrar of Voters	I
County Clerk/Registrar of Voters	I

COUNTY COUNSEL:

Assistant County Counsel	I
Deputy County Counsel I, II, III	I
Senior Deputy County Counsel	I

COUNTY FIRE:

Fire Warden	I
-------------	---

DISTRICT ATTORNEY:

Chief Deputy District Attorney	I
Chief District Attorney's Investigator	I
Deputy District Attorney I, II, III	I
Program Manager I, II	I
Senior Deputy District Attorney	I

HEALTH AND HUMAN SERVICES AGENCY:

Chief Deputy Public Guardian	I
Chief of Psychiatry	I
Clinical Division Chief	I
Deputy Health Officer	I
Health and Human Services Agency Branch Director	I
Health and Human Services Agency Deputy Branch Director	I
Health and Human Services Agency Director	I
Health and Human Services Agency Program Manager	I
Health Officer	I
Program Manager I, II	I
Public Health Assistant Lab Director	I

	<u>Disclosure Category</u>
Public Health Lab Director	I
Public Health Program and Policy Analyst	I
Public Health Program Manager	I
Supervising Accountant	I

HOUSING AUTHORITY/COMMUNITY ACTION AGENCY:

Community Development Coordinator	I
Director of Housing and Community Action Programs	I
Housing and Community Programs Specialist III	I
Housing Rehabilitation Specialist I, II	III
Housing Supervisor	I
Program Manager I	I

INFORMATION TECHNOLOGY:

Chief Information Officer	I
County Information Security Officer	I
Deputy Director of Information Technology	I
Information Technology Services Manager	I
Information Technology Supervisor	II

PROBATION:

Assistant Chief Probation Officer	I
Chief Probation Officer	I
Probation Division Director	II

PUBLIC DEFENDER:

Assistant Public Defender	I
Chief Public Defender Investigator	I
Deputy Public Defender I, II, III	I
Public Defender	I
Senior Deputy Public Defender	I

PUBLIC WORKS:

County Real Property/Right-of-Way Agent	I
Deputy Public Works Director – Administration	I
Deputy Public Works Director - Engineering	I
Facilities Manager	I
Fleet Management Supervisor	I
Maintenance Supervisor	I

	<u>Disclosure Category</u>
Operations Superintendent	I
Public Works Director	I
Supervising Engineer	II

RESOURCE MANAGEMENT:

Air Pollution Inspector I, II	I
Air Quality District Manager	I
Assistant Director of Resource Management	I
Assistant Planner	I
Associate Planner	I
Building Division Manager	I
Building Inspector I, II, III	I
Community Education Specialist I, II	I
Deputy Director of Resource Management – Administration	I
Director of Resource Management	I
Environmental Health Division Manager	I
Environmental Health Specialist	I
Hazardous Materials Specialist I/II/III	I
Permit Center Manager	I
Planning Division Manager	I
Senior Air Pollution Inspector	I
Senior Environmental Health Specialist	I
Senior Planner	I

SHERIFF-CORONER:

Captain	II
Correctional Plant Manager	II
Lieutenant	II
Sheriff-Coroner (Emergency Services Director)	I
Sheriff's Office Deputy Director-Administration	I
Sheriff's Program Manager	I
Undersheriff	I

SUPPORT SERVICES:

Agency Staff Services Analyst I/II-Confidential	I
Assistant Director of Support Services	I
Deputy Director of Support Services	I
Director of Support Services	I
Personnel Analyst I, II, III	II
Purchasing Analyst I, II, III	I
Risk Management Analyst I, II, III	I

	<u>Disclosure Category</u>
Senior Workers' Compensation Adjuster-Confidential	I
Workers' Compensation Adjuster I/II-Confidential	I
Workers' Compensation Analyst I, II, III	I

TREASURER-TAX COLLECTOR/PUBLIC ADMINISTRATOR:

Deputy Public Administrator	I
-----------------------------	---

VETERANS SERVICES:

Veteran's Service Officer	I
---------------------------	---

NOTE:

The following positions are not designated by the County of Shasta Conflict of Interest Code because they are subject to Article 2, Chapter 7, Title 9 (commencing with Section 87200) of the Government Code and file Statements of Economic Interests with the Shasta County Clerk.

Member of the Board of Supervisors
County Executive Officer
County Counsel
District Attorney
Planning Commissioner
Treasurer-Tax Collector/Public Administrator
Chief Deputy Treasurer-Tax Collector/Public Administrator
Chief Deputy Treasurer-Tax Collector/Collections

SHASTA COUNTY CONFLICT OF INTEREST CODE

EXHIBIT “B” DISCLOSURE CATEGORIES (2022)

- I. A person in a Disclosure Category I designated position shall complete all schedules of FPPC Form 700 as may be applicable to that person.

Consultants shall disclose pursuant to this disclosure category subject to the following limitation:

The county counsel may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of this Disclosure Category I. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The county counsel’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

- II. A person in a Disclosure Category II designated position shall report any reportable interests in the following:

- (a) Investments;
- (b) Personal Income;
- (c) Income from a business entity, including income from a sole proprietorship; and
- (d) Management positions.

The above sources of income and management positions are reportable if the source of income or activity of a business entity from which income is received, or in which a management position is held, is located in Shasta County or is doing business or is planning to do business in Shasta County within two years prior to the end of the last calendar year.

- III. A person in a Disclosure Category III designated position shall report any reportable interests in the following:

- (a) Interest in real property;
- (b) Investments and business positions held in business entities which have done business with the county government in the previous two years;
- (c) Income from business entities which have done business with the county government in the previous two years; and
- (d) Income from individuals who are county employees.